

Accounts Receivable Analyst

Ihre Aufgaben

The analyst will be responsible for managing accounts receivable processes, ensuring timely collections, and maintaining accurate financial records.

- Identify payments received in Bank lockbox and process them
- Review and process the payments according with the remittance detail
- Identify and classify deductions applied by customer as well as request the proper document to applied against the deduction
- Complete the E-Payment cycle when transfers are received from customer (Only Mexican entities)
- Review aging reports to identify and prioritize accounts for follow-up
- Respond to customer inquiries related to account status and payment issues
- Reconcile customer accounts and prepare account statements as needed
- Process and apply customer payments accurately and efficiently
- Investigate and resolve discrepancies in customer accounts
- Collaborate with internal teams (sales, customer service) to address customer concerns and facilitate collections
- Assist in month-end closing activities related to accounts receivable
- Manage deductions and initiate appropriate actions for resolution
- Prepare and distribute various financial reports as required by management

Ihr Profil

- Bachelor's degree in Finance, Business, Accounting, or a related field
- 2-5 years of professional experience in accounts receivable, collections, or related financial roles
- Strong knowledge of accounts receivable processes, including credit and collections, cash application, and billing
- Customer service skills
- Proficiency in financial software and tools, particularly SAP and Microsoft Excel
- Knowledge in the use of OE customer portals
- Excellent analytical and problem-solving skills with a keen eye for detail
- Experience in process improvement initiatives and small group projects
- Ability to manage time effectively, prioritize tasks, and meet deadlines in a fast-paced environment
- Demonstrated proficiency in financial data analysis and reporting
- Strong ethical standards and commitment to maintaining confidentiality of financial information
- Fluency in English



Job ID
REF84199S

Arbeitsbereich
Finanzen & Controlling

Standort
San Luis Potosí - Contitech

Leadership Level
Leading Self

Job Flexibilität
Hybrid Job

Ansprechpartner
SERGIO GONZALEZ

Rechtliche Einheit
ContiTech Fluid Distribuidora, S. de R.L. de C.V.

Unser Angebot

At Continental we are committed to building an inclusive and discrimination-free ecosystem in Mexico, these principles are rooted in our corporate philosophy and culture. Therefore, it is totally forbidden to request a pregnancy or HIV test as part of our selection processes.

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Über uns

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